



**State of New Jersey**  
**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
NEW JERSEY VETERANS MEMORIAL HOME AT ONE VETERANS DRIVE PARAMUS, NEW JERSEY 07652

PHILIP D. MURPHY  
*Governor*  
*Commander-in-Chief*

SHEILA OLIVER  
*Lieutenant Governor*

☆  
LISA J. HOU, D.O.  
*Brigadier General*  
*The Adjutant General*

**VACANCY ANNOUNCEMENT #20 – 2021**  
**October 29, 2021 – November 12, 2021**

**TITLE: PERSONNEL TRAINEE**

**LOCATION: DMAVA – Veterans Memorial Home at Paramus**  
**1 Veterans Drive**  
**Paramus NJ 07652**

**SALARY: Y95 - 63250 (\$46,646.55)**

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**AREA OF CONSIDERATION:** Application will be accepted from all interested NJ - DMAVA Employees and outside candidates, who meet the requirements listed below. Selection will be made from among the best qualified.

**DESCRIPTION OF POSITION:**

Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

**EXPERIENCE QUALIFICATIONS REQUIRED:**

Graduation from an accredited college or university with a Bachelor's degree. Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred, and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.

**ADVANCEMENT:** Appointees selected to fill a trainee title and who successfully complete the twelve-month training period as a Personnel Trainee will be eligible for advancement to the title: Personnel Assistant 4. The inability of an employee to attain a level of performance warranting advancement to the title indicated above shall be considered cause for separation.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**SPECIAL NOTE:** Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Judiciary on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Judiciary or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

**Submit Letter of Interest and Resume to: Attn: Human Resources**  
**Veterans Memorial Home at Paramus**  
**1 Veterans Drive Paramus NJ 07652**  
**Or Fax to (201) 967-8659**  
**Or Email: [Christina.Leach@dmava.nj.gov](mailto:Christina.Leach@dmava.nj.gov)**

**No later than: 12 November 2021**

*NJ Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.*